



City of Amesbury
Board of Fence Viewers
Serving Massachusetts Residents since 1693

Procedures for Submitting an Application to Erect a Fence

Please go to the City Clerk's Office to obtain an application form. Ask for a copy of the Fence Bylaw, Ordinance 2003-105. Read it thoroughly.

Thirty days before the intended installation of said fence or structure, request an application to erect. These applications may be obtained at the Clerk's Office (Hours are Mon. – Wed. 8a.m. – 4 p.m., Thurs. 8-4 and 5-8, and Fri. 8-12 noon.) You may also call Bret Green at 978-388-4053 between the hours of 5:00pm-8:00p.m. Monday –Friday.

Call **Dig Safe. It's the law.** 1-800-digsafe or www.digsafe.com

Obtain a copy of City Assessor's Map, sufficient to show your property and the property of all abutting owners.

Physically mark with either biodegradable spray paint or stakes and string the exact location of the intended structure. These markings must remain in place until viewed by the Board of Fence Viewers.

Send a notice by certified mail to all abutting owners stating that you intend to erect a fence within five feet of the boundary of their land. This should be postmarked not less than 30 days prior to breaking ground for the purpose of installing the fence.

This notice should include all items listed in Section 5 of Ordinance 2003-105.

Provide the Board of Fence Viewers all items listed in Section 5 of Ordinance 2003-105.

Please be advised that your fence must not obstruct the view of traffic.

Fence Viewers may be reached via mail to: Board of Fence Viewers, City Hall 62 Friend Street, or by phone Monday-Friday **ONLY** at the telephone numbers below:

Bret Green

978-388-4053

5:00pm-8:00pm